26th December, 2023

Mr. Tejprakash Bhardwaj,
S/O: Man Mohan Bhardwaj,
Med ka Pura, Post Khera
Jamalpur, Teh Hindaun City,
Khera, Kheda, Karauli,
Rajasthan-322234

TRIGYN
technologies

Sub: Letter of Offer

Dear Tejprakash,

We are pleased to offer you employment in our Company as **"Senior Executive- Service Desk" at Grade 25.**

Your gross remuneration (CTC) per annum will be **Rs. 3,40,000/- (Rupees Three Lakhs Forty Thousands only)** the details of which are given to you in the Annexure 1.

You will be initially on probation for a period of six months from the date of joining. Thereafter, you will be confirmed as permanent employee of the company based on your performance. You are required to join us on or before **December 29th, 2023.**

A detailed appointment letter containing the terms and conditions of employment, which were discussed during your interview with us, will be issued to you within three days after you join our Company, subject to the completion of all your joining formalities.

Please refer the Annexure 2, for the list of documents to be submitted on or **December 29th, 2023.**

This offer is valid only if you join on or before December 29th, 2023 and is subject to successful verification of all your credentials and background verifications as may be applicable.

Welcome to Trigyn.

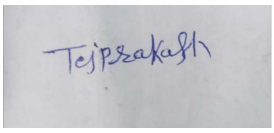
Yours truly,

For Trigyn Technologies Limited



Rajiv Ranjan
AVP-Talent Acquisition

Accepted By



Tejprakash Bhardwaj

Annexure 1

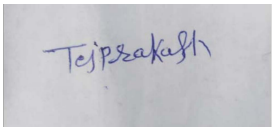
	COMPENSATION HEADS		
NAME	**Tejprakash Bhardwaj**		
Grade:	**25**		
	TOTAL COMPENSATION:	**3,40,000**	
	Basic Salary Range	35 % to 50%	HRA Range 40% to 50%
	Minimum	1,19,000	47,600
	Maximum	1,70,000	59,500
S.No.	**HEAD**	**Value opted per annum**	
1	Basic Salary	**1,19,000**	9,917
2	Dearness Allowance (DA)	9,000	750
3	Provident Fund (PF) @12% of Basic + DA	21,600	
4	Gratuity @1.25% of Basic + DA	1,600	
PERSONAL OPTIONS:			
1	HRA	47,600	3,967
2	Conveyance Allowance	19,200	1,600
3	Mobile Reimbursement		
4	Hospital Insurance for self & family		
5	Leave Travel Assistance for self & family		
6	Petrol Reimbursement (applicable for 2/4 wheelers)		
7	Child Education (Rs.100/- PM - Max 2 Child)		
8	Meal Voucher		
9	Gift Voucher		
10	Other Allowances – Monthly	1,07,903	8,992
11	Statutory Bonus	**14,097**	
	TOTAL NOT TO EXCEED	**3,25,903**	**25,225**
	TOTAL CTC	3,40,000	
	Monthly Take Home before Tax		**23,225**

Yours truly,

For Trigyn Technologies Limited

Rajiv Ranjan
AVP- Talent Acquisition

Accepted By



Tejprakash Bhardwaj

Annexure 2

Please upload Scanned Copies Of The Below Mentioned Documents on our HRMS And Carry The Originals
For Verification On The Day Of Joining.

1	Certificates with Mark Sheets (SSC, HSC, Degree/Diploma, PG)
2	Additional Qualifications (If any)
3	Resignation letter from the last Company duly accepted by the employer.
4	Experience and relieving letters from all the previous employers.
5	Salary slips for last three months
6	PAN card & Aadhar card
7	Passport size Photographs – 2
8	Passport
9	Driving License
10	Provident Fund (UAN), Family Pension Fund membership Numbers with the Previous Employers (If any)
11	Current & Permanent Address proof

*Please note that the Company takes a very serious view if any of the foregoing information is suppressed or falsified. In such event the Company reserves the right to terminate your employment immediately and without notice on the grounds of fraud without prejudice to its other rights and remedies.